

CIA SYSTEM OF INSPECTIONS AND REVIEWS -- RECORDS MANAGEMENT

The Agency Records Management Program includes the basic elements prescribed by the Federal Records Act of 1950 (PL 754) and General Services Administration regulations, namely -- Forms, Reports, Correspondence, File Systems, Filing Equipment, and Control Schedules for records disposition. The Agency Program is administered by a central Records Management Staff which establishes the records policies and standards for decentralized operations in the Agency's Major Components. Inspection and review of Agency and component Records Programs are made by the Records Management Staff as follows:

1. Audit of All Records Control Schedules

This biennial audit consists of developing new or reviewing old schedules agencywide to insure the proper disposition or preservation of records as prescribed by law.

2. Control of Forms Creation and Use

All requests for forms are reviewed to determine whether existing Agency or Government Standard Forms can be used before a new form is approved. A semi-annual review of all official Agency forms eliminates those no longer needed.

3. Control of Filing Equipment Purchases

Each request for standard filing equipment must be approved by the component Records Officer. Before specialized filing equipment is obtained, approval of the Records Management Staff is required.

4. Analysis of Filing Systems and Procedures

Filing systems for Agency records keeping are continually developed and installed. The central Staff conducts training sessions and surveys on file practices and special filing needs.

5. Periodic Reports on Records Administration

Annual reports are submitted to the Central Staff by the components on records activities of the previous year and include statistics of records sent to the Records Center or destroyed. The Agency complies with GSA reporting requirements for an annual report of records holdings and the transfer of inactive records from office space. The Agency also submits a semi-annual report to GSA showing the status of its Vital Records Program.

Report 4-1
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CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	Deputy Director Support		
2	Attention: [redacted] 120 East Building		
3			
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
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<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Attached is the information you requested on the
Inspections and Reviews of the Agency Records
Management Program for the Kilday Committee.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Chief, RecMgtStaff

5/24/61